

TOURIST: FIRST TIME APPLICANTS AND CHILDREN UNDER THE AGE OF 16



PASSPORT CHECKLIST



For adults who have NEVER had a passport of any kind, were previously issued a passport as a child or for children under the age of 16.

- ☐ Go to website: <https://pptform.state.gov> (Application MUST be typed using the on-line version ONLY!!)
- **YOU CANNOT PRINT AND WRITE ON THE APPLICATION--IT WILL BE REJECTED (no exceptions)**
- ☐ Your mailing address will be as shown below:
1st Street /RFD # Block: **786 FSS/FSPS PASSPORTS** Country: **USA**
2nd Street/RFD # Block: **UNIT3220** Zip Code: **09094**
City: **APO** In Care Of: **RAMSTEIN**
State: **AE (EUROPE)**
- ☐ **When asked if this is your permanent address, you MUST check the box "NO"**
- ☐ Permanent address must be your physical address (not the PSC/CMR box)
- ☐ Point of Contact number must be your local # or sponsor's DSN
- ☐ E-mail address is your government e-mail address OR your sponsor's government e-mail address (for dependents)
- ☐ Emergency Contact must be someone not traveling with you (Please list their physical address, no PSC/CMR box)
- ☐ Parent's information must be filled out and match the birth certificate — **ALWAYS LIST MOTHER'S MAIDEN NAME – NO EXCEPTIONS!**
- ☐ For other names known, list all previous names you have had. Please do not put NO or N/A or nicknames; only legal names (i.e. maiden name, previous marriage name)
- ☐ **If you had a passport before, please include your passport information (info must mirror your passport) Make sure to use your current tourist passport info; if you do not have a tourist, use the no-fee passport info**
- ☐ You must select **PASSPORT BOOK FEE AND BELOW THAT YOU MUST SELECT 52 PAGE BOOK** to be able to select the **SUBMIT** button, then **CREATE FORM** to populate the DS-11 and print out pages **5&6** only (must be single-sided and on letter-size format paper)
- ☐ You must include travel plans (passports are issued by priority of travel date)
- ☐ Bring your **ORIGINAL** Birth Certificate, Naturalization Certificate or Born Abroad Certificate (whichever is applicable). NOTE: all children under the age of 18 must submit a birth certificate regardless of having a previous passport; the document will be submitted with the passport application
- ☐ Bring applicant's passport (if applicable)
- ☐ Bring your CAC or dependent ID card
- ☐ Bring any Divorce Decrees, Court Orders, Marriage Certificates if applicable (documents need to be **ORIGINAL**; if you do not have them, please visit www.vitalchek.com to order). **If not sure, please bring all documents you have!**
- ☐ Separate Money Order or Cashier Check for **\$105** per application for members under the age of 16 or **\$135** for anyone over the age of 16 applying for the first time for an adult passport (**Made out to: Department of State**)
- ☐ 2 biometric passport photos - photos cannot be older than 6 months or previously used in another passport (can be obtained at MOMS on base)
- ☐ **For Children under the age of 16, both biological parents must be present as well as the child**
- ☐ **ALL APPLICANTS MUST BE PHYSICALLY PRESENT, NO EXCEPTIONS! PLEASE DO NOT SIGN YOUR FORM!!! (You must sign it in the presence of a Military Passport Agent)**